



City of Clarkston, Georgia

REQUEST FOR PROPOSAL FOR CITY JUDGE

The City of Clarkston is accepting Sealed Bids from qualified vendors for “City Judge.” Sealed proposals will be received no later than 2:00 PM on October 28th, 2016 at the City of Clarkston Finance Department, 1055 Rowland Street, Clarkston Georgia, 30021 at which time they will be opened and publicly read aloud. Bids received after the above date and time, or in any other location other than the Finance Department will not be considered.

A bid packet may be obtained from the City of Clarkston Finance Department, 1055 Rowland Street, Clarkston, Georgia 30021, or from www.clarkstonga.gov. All questions concerning this RFP should be directed to Dan Defnall, Finance Director by e-mail at ddefnall@cityofclarkston.com

The City of Clarkston reserves the right to reject any or all bids and to waive technicalities and informalities and re-advertise. All Minority, Woman and Small Businesses are strongly encouraged to apply. Only responsive proposals that are determined to meet the requirements and criteria set forth by the City of Clarkston will be considered.

CITY OF CLARKSTON
FINANCE DEPARTMENT

GENERAL INSTRUCTION TO BIDDER

1. *The following instructions are to be considered an integral part of this proposal. Unless otherwise requested, only one copy of the bid form need be submitted and this copy **MUST BE TYPEWRITTEN OR PRINTED IN INK**. The person signing the bid form must initial any changes or corrections made to this proposal.*
2. *The person, firm or corporation making the proposal shall submit their bid in a sealed envelope. The envelope must be complete with the vendor's company name, bid title, and bid date. No proposal may be withdrawn or modified in any way after the bid-opening deadline. **NOTE: BID DOCUMENTS MAY BE DOWNLOADED FROM THE CLARKSTON WEBSITE***
3. *If descriptive literature is attached to the bid, bidder's name must appear on all sheets.*
4. *If there is any question whatsoever regarding any portion of the instructions or specifications, it shall be the bidder's responsibility to seek clarification immediately from the City of Clarkston Finance Department **"No Later Than FIVE (5) Workings Days Prior To The Opening Date"** unless otherwise stated in the RFP. **IT SHALL BE THE BIDDERS RESPONSIBILITY TO CHECK THE CITY'S WEB SITE (www.cityofclarkston.gov) FOR ANY/ALL ADDENDUMS.** Answer(s) to all questions will be answered after the deadline for questions has expired and posted to the city's web site, if applicable.*
5. *Any variation from the specifications must be clearly stated by the bidder in writing and submitted with his/her proposal.*
6. *The following bid shall be awarded to one "responsible" bidder for total lump sum price. An award shall be made to one vendor for the total bid.*
7. *Bids shall be evaluated on the following items but not necessary in this order:*
 - A. Demonstrated competence**
 - B. Experience in performance of comparable engagements**
 - C. Expertise and availability of key personnel**
 - D. Conformance with the terms of this RFP**
8. *The City of Clarkston reserves the right to accept or reject any and all bids and waive any informality. The City will accept or reject all bids within 60 days from the date of the bid opening.*

THE UNDERSIGNED ON THE BID PROPOSAL CERTIFIES THAT HE/SHE HAS CAREFULLY EXAMINED THE INSTRUCTIONS TO BIDDERS, TERMS AND SPECIFICATIONS APPLICABLE TO AND MADE A PART OF THIS PROPOSAL.

SIGNATURE:_____ DATE:_____

City of Clarkston

Vendor Questionnaire

The City of Clarkston Finance Department is seeking vendor information to create a database of current and new businesses doing business with the City of Clarkston. We ask that all vendors take this time to provide the following information so that we can update our records and develop a process to benefit the needs of the community. The information collected from this questionnaire will not be used in the award of bids. The City will continue to utilize a fair, equitable and impartial process and award bids based upon the lowest, responsible bidder.

Vendor Name

Vendor Type

Vendor Address

City/State

Zip

Telephone Number

Alternate Telephone Number

*A “**Minority Business Enterprise**” (MBE) is a business which is an independent and continuing operation for profit, performing a commercially useful function which is owned and/or controlled by one or more minority group member.*

*“**Owned**” is a minority or female owner which possesses an ownership interest of a least 51 percent of the business.*

*“**Controlled**” is a minority or female which possess and exercise the legal authority and power to manage business assets, good will and daily operations of the business and actively and continuously exercise such managerial authority and power in determining the policies an directing the operations of the business.*

VENDOR HAS INDICATED AS: (optional information)

_____ African American Business Enterprise (AABE)

_____ Hispanic Business Enterprise (HBE)

_____ Female Business Enterprise (FBE)

_____ Asian Business Enterprise (ABE)

_____ Native American Business Enterprise (NABE)

_____ Other: _____

If yes, is the firm certified as such by any Federal, State or Local Governing authority? If so, please provide appropriate documentation showing such certification.

Signature (of contact person with company)

Date

Name (print)

Title

Thank you for your cooperation.

Return to: City of Clarkston Finance Department, 1055 Rowland Street, Clarkston, Georgia 30321

City OF Clarkston, Georgia

**REQUEST FOR PROPOSALS
FOR
CITY JUDGE**

1.1 REQUEST FOR PROPOSALS:

THE CITY OF CLARKSTON CITY MANAGER'S OFFICE, IN COORDINATION WITH THE MAYOR AND CITY COUNCIL AND THE FINANCE DEPARTMENT, (OWNER) IS SOLICITING PROPOSALS FROM INDIVIDUALS WHO HAVE RELEVANT KNOWLEDGE AND EXPERIENCE IN LEGAL ISSUES AND PROCESSES AND ARE QUALIFIED TO TRY ALL OFFENSES AGAINST THE LAWS AND ORDINANCES OF THE MUNICIPAL GOVERNMENT OF THE CITY OF CLARKSTON.

THE CLARKSTON MUNICIPAL COURT IS A COURT OF LIMITED JURISDICTION THAT EXERCISES ORIGINAL JURISDICTION OVER ALL VIOLATIONS OF ANY LAW AND ORDINANCE OF THE CITY AND CONCURRENT JURISDICTION OVER ALL MISDEMEANOR VIOLATIONS OF THE LAW OF THE STATE OF GEORGIA COMMITTED WITHIN THE CITY OF CLARKSTON.

REQUIRED EXPERIENCE SHALL BE **A MINIMUM OF FIVE (5) YEARS OF EXPERIENCE** AS A PRACTICING ATTORNEY IN THE PUBLIC SECTOR AND/OR IN PRIVATE LAW FIRM PRACTICE PERFORMING HIGH LEVEL LEGAL AND TRIAL WORK AND/OR AS A JUDGE, GRADUATION FROM AN ACCREDITED SCHOOL OF LAW AND CURRENT MEMBERSHIP IN THE STATE BAR OF GEORGIA. QUALIFICATIONS ALSO SHALL REQUIRE A REPUTATION OF ETHICAL, CONFLICT FREE, EFFECTIVE METHODS, WHICH DEMONSTRATE A KNOWLEDGE AND EXPERTISE OF JUDICIAL ISSUES AND PROCESSES.

THE TERM OF THE CONTRACT SHALL BE FOR ONE TWELVE (12) MONTH PERIOD BEGINNING JANUARY 1, 2017. THE CITY OF CLARKSTON RESERVES THE RIGHT TO RENEW THE CONTRACT FOR AN ADDITIONAL TWELVE (12) MONTH PERIOD PENDING FUNDING AVAILABILITY,

CONTRACTOR COMPLIANCE WITH THE CITY'S RULES/POLICIES, CONTRACT TERMS/CONDITIONS, AND SATISFACTORY CONTRACTOR PERFORMANCE. OPTION YEAR PRICE INCREASES SHALL NOT EXCEED THE CONSUMER PRICE INDEX (CPI) AS PUBLISHED BY THE BUREAU OF LABOR STATISTICS OF THE UNITED STATES DEPARTMENT OF LABOR WITH PARTICULAR REFERENCE TO THE AVERAGE SHOWN ON SUCH INDEX FOR "ALL ITEMS" FOR THE ATLANTA METROPOLITAN AREA.

1.2 DEFINITIONS:

1. "DIRECTOR" SHALL MEAN THE CITY MANAGER OR SUCH INDIVIDUAL, WHO MAY BE TEMPORARILY APPOINTED BY THE MAYOR AND COUNCIL, ACTING IN SUCH OFFICIAL CAPACITY.
2. "CITY OF CLARKSTON" SHALL MEAN THE GOVERNMENT OF THE CITY OF CLARKSTON, GEORGIA, A POLITICAL SUBDIVISION OF THE STATE OF GEORGIA, HEADED BY THE MAYOR AND COUNCIL.
3. "PROPOSER" OR "RESPONDENT" SHALL MEAN THE INDIVIDUAL MAKING A FORMAL PRESENTATION FOR CONSIDERATION FOR AWARD OF THE CONTRACT AND THEREBY AGREES, IF ACCEPTED, TO CONTRACT WITH THE CITY OF CLARKSTON IN THE FORM OF CONTRACT SPECIFIED.
4. "REPRESENTATIVE" SHALL MEAN KEITH BARKER, CITY MANAGER, OR SUCH INDIVIDUAL WHO MAY BE APPOINTED THE CITY MANAGER BY THE MAYOR AND CITY COUNCIL.

1.3 BACKGROUND:

THE CITY OF CLARKSTON IS A MUNICIPAL CORPORATION CREATED AND EXISTING UNDER THE LAWS OF THE STATE OF GEORGIA. CLARKSTON IS LOCATED IN DEKALB COUNTY AND IS APPROXIMATELY NINE MILES NORTH OF THE CITY OF ATLANTA.

THE CITY OF CLARKSTON WAS ORIGINALLY CHARTERED ON DECEMBER 12, 1882 AND PRESENTLY HAS A LAND AREA OF APPROXIMATELY ONE AND ONE HALF SQUARE MILES. THE CURRENT POPULATION IS APPROXIMATELY 12,250 AND IS ONE OF THE MOST DIVERSE CITIES IN THE NATION WITH APPROXIMATELY 50% OF ITS POPULATION BORN IN NON- U.S. COUNTRIES.

UNDER THE CITY'S CHARTER, ALL CORPORATE POWERS ARE VESTED IN THE MAYOR AND A SIX MEMBER COUNCIL. THE MEMBERS OF THE COUNCIL AND THE MAYOR ARE ELECTED AT LARGE ARE PART-TIME AND SERVE FOUR YEAR STAGGERED TERMS.

RESPONSIBILITIES OF THE MAYOR AND COUNCIL INCLUDE: ESTABLISHING POLICIES FOR THE HEALTH, SAFETY AND WELFARE OF THE CITY'S RESIDENTS, ADOPTING AN ANNUAL BUDGET FOR CITY GOVERNMENT OPERATIONS, ADOPTING CITY ORDINANCES, AND ENACTING PLANS FOR THE CITY'S GROWTH AND DEVELOPMENT.

COUNCIL MEETINGS ARE HELD ON THE FIRST TUESDAY OF EACH MONTH AT 7:30 P.M. IN THE COUNCIL CHAMBERS, CITY HALL COMPLEX, 3921 CHURCH STREET, CLARKSTON, GEORGIA, 30021.

THE CITY OF CLARKSTON PROVIDES A FULL RANGE OF MUNICIPAL GOVERNMENT SERVICES TO MORE THAN 12,250 FULLTIME RESIDENTS AND EMPLOYS A WORK FORCE OF 46 PEOPLE; AND OPERATES ON AN ANNUAL BUDGET THAT EXCEEDS \$5 MILLION.

1.4 CITY MANAGER:

THE CITY GOVERNMENT IS ADMINISTERED BY A CITY MANAGER, WHO IS APPOINTED BY THE MAYOR AND COUNCIL. AS HEAD OF THE ADMINISTRATIVE BRANCH, THE CITY MANAGER IMPLEMENTS THE COUNCIL'S POLICIES, PREPARES THE ANNUAL BUDGET FOR COUNCIL APPROVAL, SUPERVISES THE CITY'S 46 EMPLOYEES AND OVERSEES THE CITY'S 7 DEPARTMENTS THAT ARE INVOLVED IN

SUCH AREAS AS HIGHWAYS & STREETS, BUILDINGS & GROUNDS, WATER & SEWER, SANITATION, POLICE SERVICES, COURTS, PLANNING & DEVELOPMENT, PUBLIC INFORMATION, BUILDING & INSPECTIONS, PURCHASING, FINANCE AND TAX COLLECTION.

2.0 SCOPE OF WORK:

UNDER THE SCOPE OF WORK, THE SUCCESSFUL RESPONDENT WOULD:

- HAVE THE POWER TO IMPOSE FINES FOR THE VIOLATION OF ANY LAW OR ORDINANCE OF THE CITY OF CLARKSTON OR TO IMPRISON OFFENDERS IN THE DEKALB COUNTY JAIL OR TO SENTENCE OFFENDERS TO LABOR ON THE PUBLIC WORKS OR STREETS OF THE CITY
- HAVE THE SAME POWERS AS JUDGES OF THE SUPERIOR COURTS OF GEORGIA TO PUNISH FOR CONTEMPT BY A FINE OR IMPRISONMENT IN THE COUNTY JAIL
- HAVE AUTHORITY TO ISSUE WARRANTS FOR OFFENSES COMMITTED WITHIN THE CORPORATE LIMITS OF THE CITY AND TO TRY AND COMMIT THE OFFENDERS TO JAIL IN THE COUNTY WHERE THE CRIME IS ALLEGED TO HAVE BEEN COMMITTED, OR TO ADMIT THEM TO BAIL IN BAILABLE CASES, FOR THEIR APPEARANCE AT THE NEXT TERM OF COURT OF COMPETENT JURISDICTION
- HOLD COURT ON MONDAYS, TUESDAYS AND WEDNESDAYS AT A MINIMUM OF FIVE DAYS PER MONTH, IN ACCORDANCE WITH THE FOLLOWING SCHEDULE TO EFFICIENTLY AND EXPEDITIOUSLY DISPOSE OF CASES PENDING BEFORE THE COURT:
 - A. THE FIRST TUESDAY MORNING OF EACH MONTH SHALL BE RESERVED FOR TRIAL COURTS
 - B. EACH SECOND MONDAY AND WEDNESDAY EVENINGS OF THE FOLLOWING WEEK SHALL BE RESERVED FOR ARRAIGNMENTS
 - C. EACH SECOND TUESDAY EVENING OF THE MONTH SHALL BE RESERVED FOR SOLICITOR'S COURT

- MEET WITH THE MAYOR AND COUNCIL NOT LESS THAN TWICE DURING THE TWELVE MONTH CONTRACT YEAR TO PROVIDE A REPORT REGARDING ALL ACTIVITIES, TRENDS AND GENERAL ISSUES PERTAINING TO THE OPERATION OF THE CITY COURT.

3.0 COMPENSATION/HOURS:

THE CITY OF CLARKSTON MUNICIPAL COURT IS HELD IN THE CITY HALL COURT ROOM/COUNCIL CHAMBERS, 3921 CHURCH STREET CLARKSTON, GEORGIA.

CURRENTLY THERE ARE A TOTAL OF FIVE COURT SESSIONS HELD EACH MONTH.

THE CITY OF CLARKSTON WILL COMPENSATE THE SELECTED RESPONDENT **\$2,000 PER MONTH**. A TYPICAL COURT DAY IS 3 TO 4 HOURS.

4.0 PROPOSAL SUBMITTAL:

PROPOSALS SHALL CLEARLY INDICATE THE LEGAL NAME, ADDRESS, AND TELEPHONE NUMBER OF THE PROPOSER AND SHALL BE SIGNED ABOVE THE TYPED OR PRINTED NAME AND TITLE OF THE SIGNER.

THE ORIGINAL PROPOSAL PACKAGE AND THREE (3) COPIES OF YOUR PROPOSAL SHALL BE SUBMITTED IN ONE SEALED ENVELOP LABELED:

**PROPOSAL FOR CITY JUDGE RFP/
CITY OF CLARKSTON, GEORGIA
DATE: October 28th, 2016**

PROPOSALS SHALL BE SUBMITTED NO LATER THAN 2:00 P.M. ON October 28th, 2016 TO:

**CITY OF CLARKSTON FINANCE DEPARTMENT, 1055 ROWLAND STREET
CLARKSTON, GEORGIA, 30021**

PROPOSALS SHALL BE PUBLICLY RECEIVED AND ONLY THE NAMES OF THE RESPONDENTS WILL BE DISCLOSED AT THE OPENING.

ALL EXPENSES FOR SUBMITTING PROPOSALS TO THE CITY SHALL BE BORNE BY THE RESPONDENT.

ALL PROPOSALS MAY BE WITHDRAWN UP UNTIL THE DATE AND TIME SET ABOVE FOR RECEIPT OF THE PROPOSALS. ANY PROPOSAL NOT SO WITHDRAWN SHALL, UPON OPENING, CONSTITUTE AN IRREVOCABLE OFFER.

THE APPLICANT/PROPOSER, AS A MEMBER OF A PROFESSION WHICH IS SUBJECT TO SUIT FOR PROFESSIONAL MALPRACTICE, SHALL PROVIDE DOCUMENTATION THAT INSURANCE FOR PROFESSIONAL LIABILITY/MALPRACTICE COVERAGE WITH LIMITS OF LIABILITY ACCEPTABLE TO THE CITY OF CLARKSTON.

5.0 PROPOSAL EVALUATIONS:

1. IN RESPONSE TO THIS REQUEST, PROPOSALS SUBMITTED FOR CONSIDERATION ARE TO INCLUDE:
 - A. SCOPE OF SERVICES
 - B. COVER LETTER AND STATEMENT OF QUALIFICATIONS
 - C. THREE PROFESSIONAL REFERENCES WITH ADDRESSES AND PHONE NUMBERS
 - D. GEORGIA STATE BAR NUMBER
 - E. RELEASE ALLOWING THE CITY OF CLARKSTON ACCESS TO ALL GSBA DISCIPLINARY INVESTIGATIONS AND/OR ACTIONS
 - F. ANY OTHER SUPPORT DATA AS APPROPRIATE
2. PROPOSALS WILL BE EVALUATED ON THE FOLLOWING CRITERIA:
 - A. DEMONSTRATED COMPETENCE
 - B. EXPERIENCE IN PERFORMANCE OF COMPARABLE ENGAGEMENTS
 - C. EXPERTISE AND AVAILABILITY OF KEY PERSONNEL
 - D. CONFORMANCE WITH THE TERMS OF THIS RFP

SHORT LISTED RESPONDENTS MAY BE CALLED UPON TO GIVE AN ORAL PRESENTATION OF THEIR PROPOSAL TO THE MAYOR AND CITY COUNCIL.

5.0 SPECIAL CONDITIONS:

SEE THE ATTACHED CITY OF CLARKSTON PURCHASING DEPARTMENT'S RFP
GENERAL REQUIREMENTS FOR INSTRUCTIONS.

EQUAL EMPLOYMENT OPPORTUNITY AND MINORITY/FEMALE BUSINESS
ENTERPRISE PARTICIPATION ENCOURAGED.

THE ATTACHED “PURCHASING DEPARTMENT VENDOR QUESTIONNAIRE” MUST
BE COMPLETED AND RETURNED WITH THE PROPOSAL.

FAILURE TO MEET THE MINIMUM REQUIREMENTS MAY RESULT IN THE PROPOSAL
BEING DEEMED NON-RESPONSIVE. COMPLETE AND SIGN THE PROPOSAL SHEETS
WHERE REQUIRED.

BIDDER ACKNOWLEDGES THAT IT HAS READ, UNDERSTANDS, AND AGREES TO
COMPLY WITH THE ABOVE STATEMENTS AND THAT THE SIGNATURE BELOW IS
THAT OF AN INDIVIDUAL AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE
BIDDING COMPANY.

COMPANY: _____

SIGNATURE: _____

TITLE: _____ DATE: _____

E-MAIL ADDRESS: _____

PHONE NUMBER: _____